



FACILITIES AND REAL PROPERTY MANAGER

This is an exciting opportunity to lead the Public Works Facilities and Real Property Management Team by motivating and connecting people to propel our community to its future!



First Review of Applications:

November 7, 2014 at 12:00 noon

Dynamic Environment. Rewarding Careers.

Are you a creative problem solver, always looking to uncover great solutions and facilitate transformational change? Do you have what it takes to make a difference to our citizens and have a dramatic impact on our community? The City of Fremont is seeking a Facilities and Real Property Manager who can help us deliver superb customer service and connect people so our community can thrive.

The Facilities and Real Property Manager will manage a team of professionals dedicated to real property management, real estate interests, and facilities management. The Facilities and Real Property Manager will be responsible for planning, organizing, and supervising staff engaged in appraisals, acquisitions, relocations, and property management. The selected candidate will be instrumental in creating and directing a comprehensive property asset management team and will be responsible for supervising property management activities between the time of purchase and development to ensure proper upkeep and the realization of maximum income through rents and leases. The Facilities and Real Property Manager will lead a group who manage and maintain City owned property which encompasses 170 City facilities and structures spanning nearly one million square feet.

The ideal candidate will be strategic and operational in nature, and will be skilled in dealing effectively with property owners, tenants, attorneys, developers, real estate brokers, and the general public including preparing and presenting written and oral reports and handling negotiations for the purchase and sale of property. The Facilities and Real Property Manager will be responsible for leading a team certified by Caltrans to acquire properties for Federally Funded projects and will possess knowledge and understanding of contract management, including compliance and enforcement. The Facilities and Real Property Manager will play a key role in shaping the Fremont community and it's future. Fremont has several transformative land use and transportation projects underway to achieve the City's vision of being "strategically urban."

THE JOB

- Negotiate and process tasks associated with the acquisition and sale of real property to be used for City purposes.
- Skill and knowledge in all aspects of legal issues surrounding the acquisition and sale of property, right-of-way rules, eminent domain, and condemnation proceeding.
- Lead a team that manages challenging and multidisciplinary public works facilities projects from conception through construction: responsible for planning, budget, design, scheduling, bidding, and contracting.
- Administer the relocation assistance program including the determination of appropriate payments.
- Conduct studies of property values, lease changes, property maintenance costs, and other factors in the determination of lease and rental fees.
- Manage the preparation of plans and specifications to achieve project goals while conforming with existing technical standards or develop new solutions when the project requires it.
- Cultivate an environment of collaboration within the Public Works Department and across other City Department lines.
- Prepare project scope and cost estimates for the Capital Improvement Program Budget (CIP) and seek funding for projects.
- Select, manage and review the work of consultant teams or staff in developing capital facilities projects.
- Manage full spectrum of comprehensive Facilities and Real Property functions which will include: acquiring, selling, managing, and maintaining various facilities, properties, and structures.

FREMONT ON THE RISE

The Facilities and Real Property Manager will act in support of significant projects that include a new city hall, civic center, and council chamber which will act as a catalyst for becoming more strategically urban in downtown Fremont. You will be instrumental in bringing together a team of professionals to assess processes and develop an asset management system to integrate technology and improve efficiencies.

THE MUST-HAVES

- Any combination of training and experience equivalent to: Bachelor's degree in Business, Public Administration, or Engineering (structural, civil, architectural) and five (5) years of significant management level experience including at least three (3) years in managing negotiations and monitoring real property; hands-on experience with agreements, settlements, right-of-way, eminent domain, condemnation, and relocation; and supervising professional staff, contractors, and consultants.
- Verified dynamic leader who can energize multidisciplinary teams to continually learn and apply new skills and techniques to respond to community needs.
- Demonstrated experience establishing standards and best practices as it pertains to construction management including scheduling, cost control, trend analysis, risk assessment and project management.
- Strong communication skills (both written/oral) with the ability to effectively communicate at all levels of the organization including the City Leadership Team, City Council, City staff, residents, and the business community.
- Strong interpersonal skills, the ability to coach and mentor staff to thrive and grow while guiding the team to their highest potential.
- Valid Class C Driver's License.

ABOUT US

Recently ranked second on the "Best Run City in America" list by 24/7 Wall St. and America's third "Sharpest, Smartest City" by Reader's Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. [Fremont News](#)

COMPENSATION & BENEFITS

The annual salary range for this position is \$105,235—\$142,055. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other city paid benefits. A complete benefits summary can be found at [Fremont.gov](#) or by using this link:

[Benefits Summary](#)

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application, resume, letter of interest, and four professional references at [City of Fremont Jobs](#). (www.fremont.gov/cityjobs)

Tentative Recruitment Schedule

Oral Panel Interviews and In Basket Exercise: December 3, 2014

Follow-up Interviews: December 10, 2014

Start: January 11, 2015

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538



Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. **The City of Fremont is an Equal Opportunity Employer.**

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

14PW18

Posted 10/24/14